

Transfers: Voluntary and Mandatory

Rainier School District #13 hires and assigns staff members to positions for which they are most qualified and suited. Employees may wish to apply for another position in the district but do not automatically get to transfer because of seniority.

Procedure for Employee Requested Transfer

1. When a staff member makes application for transfer to another position, the administrator being applied to shall immediately notify the administrator(s) of the building/department where they are presently employed.
2. No promises for transfer are to be made.
3. In order to maintain rapport with the staff, all administrators concerned will mutually agree on transfers and the administrator to whom the application is being made will make the announcement.
4. Said request for transfer must be made by April 15 of each year.

Procedure for Mandatory Transfer

1. If vacancies occur and qualified staff members are in the district, administrators may consider transferring a staff member.
2. Before the assignment is given to the staff member, all administrators concerned must mutually agree on the transfer.
3. When agreement is reached, the staff member will be notified of the transfer.